Maricopa County
Environmental Services Department

SUBSTANTIVE POLICY STATEMENT
SPS-WW-2012-003

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's do not include internal procedural documents that only affect internal procedures of the Maricopa Environmental Services Department and do not impose additional requirements or penalties on regulated parties or confidential information.

1. **SPS Subject:**

   The Department maintains records of discharge authorizations and related plans of the constructed facility. The purpose of this SPS is to clarify the Department's requirements for public record requests to obtain a copy of the onsite wastewater facility records.

2. **Statutory Overview:**

   A. Maricopa County Environmental Health Code (MCEHC)

   B. Arizona Revised Statutes (A.R.S.) Title 39, Chapter 1

3. **SPS:**

   The Department issues this SPS to notify the public of the Department's interpretation of A.R.S. §39-121.03(D), and to clarify how the Department will classify onsite wastewater public record requests into non-commercial and commercial types. Non-Commercial requests are those submitted directly by the owner of the property parcel referenced in the request for purposes of maintenance, planning and repair; all other requests shall be considered commercial. For administrative convenience of the person requesting the record and the Department, all commercial requests are subject to a flat fee per address/parcel number. The fee is based on the average time required to search the Department records and the Water and Waste Management Division hourly rate as listed in the MCEHC fee table.

4. **SPS Effective Date:**

   July 1, 2012

5. **SPS New Document/Revision Statement:**

   SPS-WW-2012-003 is a new SPS.

6. **Contact Us:**

   For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the address and/or phone number above.